

Task Statement Example

Department of Wine and Vines

Classification: Vineyard Worker

Start by bulleting the actions performed by the employee:

- 40% Removes Weeds
- 30% Irrigates Vineyards
- 20% Harvest Crops
- 10% Maintains Equipment

Next, answer the task statement questions:

What action is performed?

For whom or what purpose are the actions performed?

What is produced?

What aids, equipment, software, or tools would they use?

So if we take the action of “removing weeds and debris,” we can answer the questions related to the action:

What action is performed?

Removing weeds and debris from the vineyard

For whom or what purpose are the actions performed?

To promote maximum use of water and soil nutrients by vines

What is produced?

Adequate crop harvest

What aids, equipment, software, or tools would they use?

Appropriate tools and machines

Which combined, looks like:

Removes weeds and debris from the vineyard using appropriate tools and machines to promote maximum use of water and soil nutrients by vines to ensure adequate crop harvest.

Here are what the other actions look like as task statements:

Irrigates Vineyards using automated watering mechanisms to promote maximum yield while conserving water and protecting roots from nematodes to ensure adequate crop harvest

Applies injury avoiding techniques with all tools used in the cutting of grapes from vines and lifting of harvested fruit to avoid personal injury.

Cleans irrigation pipes, and cleans and sharpens hand weed removal tools and harvesting hand tool using oils and sands to ensure maximum sharpness and safety of all tools.

As you can see, sometimes you won't be able to answer all questions, but you want to answer as many as you can. Also, the order will vary on what makes the most sense for the sentence.